

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF MISSISSIPPI**

**Notice of Position Vacancy**

**Announcement Number:** #12-02  
**Position Title:** Law Clerk to U.S. Bankruptcy Judge (Full-time, "Term" position)  
**Date:** July 9, 2012  
**Closing Date:** September 14, 2012, or until filled  
**Position Available:** August 2013  
**Location:** Jackson, Mississippi  
**Salary:** \$57,408 - \$81,823 (depending on prior federal civil service or judiciary experience)  
**Tenure:** Term not to exceed two (2) years.

This is a full-time, 40 hour per week position that requires some travel (including overnight).

**POSITION DEFINITION**

The United States Bankruptcy Court, Southern District of Mississippi, is recruiting a Term Law Clerk. A Law Clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court.

**REPRESENTATIVE DUTIES:**

Reviews complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;

Reviews dockets of pending litigation and monitors progress;

Screens motions and drafts orders for judges' review;

Performs legal research;

Identifies issues before the Court and makes recommendations;

Provides information to the judge in connection with pending litigation;

Drafts bench memos for the judges' consideration;

Proofreads orders and opinions, verifying citations;

Maintains liaison between the Court and litigants;

Communicates with counsel, court officials, and litigants regarding procedural requirements;

Keeps abreast of changes in the law and briefs the judge;

Assists the judge during courtroom proceedings;

Travels to attend conferences, hearings, and trials that are scheduled out of the Jackson area (required);

Shares in the administrative tasks of chambers; and

Performs other duties as assigned.

### **MINIMUM QUALIFICATION REQUIREMENTS**

- Graduate of a law school of recognized standing by the American Bar Association or the Association of American Law Schools; and,
- One or more of the following attributes:
  - Standing within the upper third of the law school class;
  - Experience on the editorial board of a law review; or
  - Demonstrated proficiency in legal studies, which in the opinion of the Court, is equivalent to one of the above.

### **PREFERRED QUALIFICATIONS**

- A strong academic background and excellent writing and legal research skills.
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills are essential.
- Ability to meet deadlines and be punctual for meetings and hearings.
- A member in good standing with the state bar, if applicable (i.e. graduating law students that demonstrate eligibility to sit for a state bar exam satisfy this preferred qualification).
- Ability to maintain confidentiality; possess good judgment, maturity, and tact; be dependable and responsible; be a self-starter and demonstrate initiative in problem solving;
- Ability to work quickly and harmoniously with others in a team-based environment;
- Ability to communicate effectively, both orally and in writing and present a poised professional appearance and demeanor at all times.
- Strong people and time management skills with the ability to effectively meet and manage many changing priorities and demands in a distracting environment.

**NOTE:** Only qualified applicants will be considered for this position.

### **BACKGROUND CHECK**

This is a sensitive position within the Judiciary. The selected candidate will be subject to a background investigation (including credit check and technical fingerprint check through the FBI Criminal Justice Information Services Division database) as a condition of employment.

### **SELECTION PROCESS**

Only the most qualified applicants will be invited for personal interviews. Final selection will be based upon the results of interviews and subsequent background investigations. Only those selected to interview will be contacted. The court does not reimburse interview and/or relocation expenses.

### **BENEFITS**

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.

- Choice of health plans, dental and vision health plans;
- 10 paid holidays per year
- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, and Flexible Spending Plan.

## **APPLICATION REQUIREMENTS**

Failure to comply with **all** application requirements may result in elimination of an application from consideration.

All application packages **must** include:

- **Application for Judicial Branch Federal Employment (Form AO 78)\***
- **Detailed resume with exact dates of employment and salary history**
- **Copy of law school transcript and bar membership, if applicable**
- **References**
- **Two (2) recent legal writing samples**

\*An Application for Judicial Branch Federal Employment (Form AO 78) may be obtained at [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov) or at 501 East Court Street, Suite 2.300, Jackson, Mississippi 39201.

Submit application package, as a (Portable Document Format) PDF, via email to: [2013\\_law\\_clerk@mssb.uscourts.gov](mailto:2013_law_clerk@mssb.uscourts.gov) (2013\_law\_clerk@mssb.uscourts.gov).

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**